

## **SUPPLEMENTAL ONLINE COURSES**

### **Definitions:**

**Supplemental courses:** Courses which are not offered by Holdenville Public Schools, and are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

**Educationally appropriate:** Courses which are academically well suited for an individual student's current academic standing and the learning expectations of the district and State. The determination of educationally appropriate will be made at the site level.

**Online:** uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

### Guidelines

1. School district policies governing grading scales and credits earned shall be applied to supplemental online courses in the same manner as any other course offered by the district.
2. Only students enrolled in the district will be granted access to supplemental online courses.
3. Requests for enrollment in supplemental online courses shall be as follows:
  - a. Interested students will submit a completed Supplemental Online Request Form.
  - b. The principal or designee will evaluate the application and determine whether the course(s) is educationally appropriate.
  - c. If the course(s) is not deemed educationally appropriate, notification will be provided to the student in writing as to the reasons the determination was made. The student will be afforded the opportunity to appeal the decision to the site Supplemental Online Course Appeal Committee. The decision of the site committee with regard to whether a course is educationally appropriate is final and nonappealable.
4. Students enrolled in supplemental online courses will have a fifteen (15) day grace period to withdraw from the course without academic penalty.

## **EFBA**

5. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation shall be monitored in accordance with district policies. The student may be counted “present” or “in attendance” when the supplemental online course provider supplies evidence of student/teacher/course interaction that demonstrates student progress and regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports which reflect daily attendance/participation, progress reports, and grades. Such reports shall be provided via electronic format on a weekly basis.
6. Instructors of supplemental online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher learning, possessing the specific content expertise necessary to teach the course.
7. Students who participate in supplemental online courses will be responsible for providing their own equipment and online access.

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Occasionally, due to a scheduling conflict or extenuating circumstances, a student may be enrolled in one or more online courses, which may duplicate district course offerings. The determination will be at the sole discretion of the site administration. Students earning credit by means of online courses shall participate in all state-level academic assessments in the same manner as other regularly enrolled students.

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